



Position Title	HR & WHS Officer	Award	QLD LGOA Stream A
Location	Cunnamulla	Classification	Negotiated on experience
Department	Office of CEO	Employment Type	Full Time
Reports to	Chief Executive Officer	Duration	Ongoing

Paroo Shire Council

Paroo Shire covers 47,633 sq. km and is located in South West Outback Queensland. The region incorporates the towns of Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and centrally situated on the crossroads of the Balonne and Mitchell Highways. The shire has a vast cultural diversity within its vibrant rural communities and has a population of approximately 1600. Cunnamulla, meaning “long stretch of water”, gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

The Paroo Shire has a diversity of landscapes situated in the Mulga lands bio-region of South West Queensland. It is an area rich in history, eco systems, flora and fauna. Main industries within the Shire are beef, goats, fat lamb and wool production, apiary, wildlife harvesting, Opal mining and the growing Tourism Industry.

Our Vision Paroo Shire Council is committed to being progressive in thought and action, where our inclusive communities provide unique places for people to live visit and prosper.

Our Mission To improve Paroo Shire’s assets and amenities, act as a custodian of culture and the environment, and foster sustainable development and innovation.

Our Values In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following values:

- P – Pride**
- A – Accountability**
- R – Respect**
- O – Open and Transparent**
- O – Opportunities for Employment**
- S – Safety**
- C – Commitment**

The Position

The HR & WHS Officer is a hands-on role responsible for supporting the strategic success of Paroo Shire Council through the design, delivery and implementation of Council’s Policy and Procedures. The position provides both strategic and operational expertise to the Council, CEO, Executive Leadership Team, and employees HR & WHS related matters. As a representative of Council, professionalism and the provision of courteous customer service is essential. The ability to maintain confidentiality is a key requirement of this role.

Key Responsibilities

- Provide and undertake effective and efficient management of the functional areas of employee relations, recruitment, payroll, learning and development and organisational development.
- Coordinate the development and delivery of Human Resources, Training, Workplace Health and Safety (WHS), management and employees to create a productive workforce & promote a positive workforce culture.
- Provide specialist advice, guidance and support regarding current industrial Award provisions, legislative matters, and change management processes relating to structural reforms.
- Lead the implementation and delivery of Council’s Workplace Diversity Strategy and Workforce Plan.
- Undertake and provide considered guidance and support to deliver individual and broad employee relations outcomes including disciplinary matters and investigations.
- Undertake organisational performance reviews identifying areas to develop strategies focusing on leadership, team building and development of core skills.
- Provide high level guidance and support to management on employee relations and industrial legislation to ensure that Council practices comply with relevant legislation.
- Lead the development and implementation of plans, policies, strategies and key projects.



- Oversee the identification and appropriate management of human resource, return to work, workplace health and safety related business risks across all functional areas.
- Explore in consultation with Management and Council's people, innovative and contemporary human resource and leadership strategies to meet workforce demands.
- Identify training opportunities for staff and manage all training approvals, registrations, bookings and reimbursements.
- Develop, implement and report on strategic, delivery and operational plans including budgetary and other resource requirements.
- Foster an organisational culture which promotes teamwork, personal accountability and encourages continuous improvement.
- Establish, monitor and review Quarterly Action Plans (QAPS) in conjunction with Managers and Supervisors.
- Provision of Information and a range of documented requirements outlining and/or specifying actions related to the identification of legislative changes/information and how this information should be communicated to the workforce and evaluated for impact (change management) to the organisation.
- Develop, implement & monitor Staff Training Needs Analysis Matrix.
- Liaise with Managers to ensure all training needs from Performance reviews are being carried out.
- Ensure mandatory training (i.e. First Aid) is being carried out prior to expiration date.
- Oversee and contribute to building partnerships with supervisors of people (at all levels) to coach, mentor and positively influence employee relations and business unit outcomes.
- Represent Council in discussions or negotiations with Unions or legal representation.
- Attend to all elements of Workplace Health and Safety ensuring organisational compliance.
- Undertake Return to Work activities and Workers Compensation claims.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.

Key Skills, Experience and Qualifications

Essential:

- Adequate qualifications in a relevant field and/or significant experience within human resources management and workplace health and safety.
- Demonstrated experience in all areas of Human Resource Management, including performance management, recruitment, selection and industrial relations.
- Detailed knowledge of legislation, awards, agreements, policies and procedures relating to Human Resources.
- Demonstrated ability to research, collate information and provide written reports and recommendations.
- Proven experience partnering with senior management to provide people management solutions.
- Excellent interpersonal skills with a proven track record in developing strong working relationships at all levels.
- Demonstrated ability to negotiate mutually beneficial outcomes and deal with many different types of people.
- Comprehensive knowledge, or demonstrated ability to gain knowledge of Council processes, policies and systems.
- Demonstrated experience in conducting complex investigations.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while providing proactive assistance to all clients.
- Demonstrated high level attention to detail.
- Demonstrated ability to effectively operate computer systems including HRIS and MS Office Suite.
- Commitment and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.



Desirable

- Experience in a similar role within a large and complex organisation and in a local government environment.

Additional Information

This position will be required to work from Council's Administration Office in Cunnamulla and may be required to work outside of standard business hours.

Mandatory Requirements

Remaining compliant with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment if you are successful in your application.

Approval of Position Description

Position Description Approved by: Cassandra White, Chief Executive Officer, Paroo Shire Council

A handwritten signature in black ink, appearing to read "Cassandra White".

Sign

Date 3 February 2021

Acceptance of Position Description

Sign

Date
